

**CITY OF ELK RIVER  
SAFETY COMMITTEE  
HELD AT FIRE STATION #2  
MINUTES OF WEDNESDAY, MAY 20, 2015**

Members present: T. John Cunningham, Safety Coordinator; Kris Paulseth, Parks; Katie Haase, Human Resources; Lauren Wipper, Human Resources; Jake Larsen, Liquor Stores; Tanner Anderson, Streets; Jeff Smith, Fire and Building Safety; Butch Pelarski, Building Maintenance; Amy Humphrey, Police; Mike Thiry, Utilities (electric); Lori Stich, Finance; Jennifer Johnson, Recording Secretary

Members absent: Dale Eckert, WWTP; Steve Benoit, Recreation; Tony Siebert, Arena; Eric Volk, Utilities (water)

**1. Call meeting to order**

The Safety Committee was called to order at 1:36 p.m.

**2. Approve the Agenda for 05/20/2015**

Motion to approve agenda was made by Lauren Wipper and seconded by Katie Haase. Motion carried.

**3. Approve the 04/15/2015 Safety Committee Minutes**

Motion to approve the minutes for the 04/15/15 meeting was made by Katie Haase and seconded by Lori Stich. Motion carried.

**4. Accident Review**

There were no accidents to review.

**5. Department Concerns/Updates**

Administration (Lori Stich) – received a request by the front desk receptionists to install another distress button by the mailboxes. Staff will check with the police department to determine if this is feasible.

Street Division (Tanner Anderson) –no concerns.

Parks Division (Kris Paulseth) – no concerns.

Waste Water Treatment (Dale Eckert) – absent.

Economic Development – n/a.

ERMU – Electrical Department (Mike Thiry) – no concerns.

ERMU – Water Department (Eric Volk) – absent.

Fire/FABS (Chief John Cunningham; Jeff Smith) – expressed concerns regarding city hall's efforts to conserve electricity and having lights shut off in rooms. He stated dark hallways and rooms create a safety hazard and make city hall offices appear to be closed. Chief Cunningham stated he would check with the energy city coordinator to ensure efforts are made to keep particular lights on and reduce the possibility of hazards.

Building Maintenance (Butch Pelarski) – no concerns.

Human Resources (Lauren Wipper and Katie Haase) – no concerns.

Liquor Stores (Jake Larsen) – no concerns.

Police (Amy Humphrey) – no concerns.

Recreation Division (Steve Benoit) – absent.

Ice Arena (Tony Seibert) – absent.

## 6. **Training**

Chief Cunningham met with the consultant to discuss the list of objectives for the job hazards analysis and will soon be interviewing each department head. Lauren asked if hearing screenings would be evaluated as part of this analysis and Chief Cunningham stated they would be.

## 7. **Old Business**

7.1 Chief Cunningham stated the consultant, as part of the job hazards analysis, will review the facility checklists template and provide feedback.

7.2 Tanner indicated the two-man post pounder was welded and fixed, but the fork still has a bent arm so he will follow up with his supervisor to ensure it is fixed. Tanner also asked if the AED sign, which lies flat against the wall and is not easily seen, could be replaced with a sign that sticks out from the wall so the AED can be easily located. Chief Cunningham stated he would look at it.

7.3 Butch indicated the parks breakers and panels still need labeling.

7.4 Amy indicated the armory had its missing fire extinguisher returned to their Property Room.

7.5 Jeff indicated to Jake that the exit light is probably not required at Northbound Liquor. The first aid recertification for full time employees would be added as part of the training matrix and reviewed during the job analysis. The posted OSHA form 300A was noted to be in compliance and reports information from the previous year; therefore, 2014 is the most up-to-date form.

7.6 Chief Cunningham would like to finalize the by-laws in time for next month's meeting. He stated he will email the latest version to the safety committee members and asked them to review before the June safety committee meeting so the by-laws could be finalized.

## 8. **New Business**

Katie reviewed the recent Survey Monkey survey, the purpose to analyze employee knowledge of the safety committee. She passed out the results of the 61 responses received and provided the following comments left in the questions:

1. A survey comment suggested that the committee be able to show measurable results and performance measures. The committee discussed and determined that the goal of the committee was to review safety incidents and determine and recommend suggestions if safe practices were taking place, but it would be difficult to determine if there was a way to measure any results from such recommendations. Butch suggested the possibility of using a feedback tool such as Facility Dude to measure safety concerns with monthly and annual reports. Chief Cunningham stated he would work with communications coordinator RaeAnn Gardner to educate employees on who their safety committee representative was and how to go about reporting concerns or repairs, either through their rep or if possible through Facility Dude.
2. A survey comment was received which stated the survey taker was aware that the purpose of the safety committee and safety trainings were in place to meet the minimum standards to be compliant with OSHA standards and minimize liability. Discussion ensued regarding the balance of meeting the minimum but rising above when possible. It was suggested that Access Elk River be

used to increase communication with employees to educate and bring more awareness of the role and responsibility of the safety committee and when possible rise above the minimum standards of safety awareness.

3. A survey comment to the question "Did the committee address/resolve your concern?" indicated the person taking the survey felt the committee did not address their concern regarding Sharps containers being installed in city hall. Chief Cunningham indicated the committee did discuss and was working on providing Sharps containers in city hall restrooms, but before such measures can take place, the current policy needs updating with necessary protocols worked out before they are installed in public restrooms. Staff is also working with locating a vendor to empty the containers and discussion ensued regarding the police department and their protocols regarding their Sharps container and their disposal methods. City staff will be notified when the containers are installed.

The consensus was the assessment was a good tool that can be used in the future to evaluate employee knowledge and participation in the safety committee.

Butch expressed concerns regarding Lions Park Center and the cleaning supply closets being left unlocked. He indicated the center will soon be in full use with summer arriving, and wanted to remind staff to ensure the cleaning supplies are locked up. It was possible the contract cleaners are leaving the doors unlocked for those using the facility to use the products. Recreation staff should be reminded to ensure the doors are kept locked.

Lauren asked if Chief Cunningham has mentioned at the directors meeting those department representatives that should have attendees at the safety committee meetings. Chief Cunningham stated he and city administrator Cal Portner have started discussions regarding which departments should have staff attending these meetings. Chief Cunningham reminded us that anyone on the safety committee can represent all city staff by assisting co-workers with safety guidelines and reporting safety concerns, not just the employee representing their specific department.

#### **9. Adjournment**

There being no further business, the meeting of the Safety Committee adjourned at 3:02 p.m.

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Jennifer Johnson  
Recording Secretary